



Northern Arizona Intergovernmental Public Transportation Authority

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Board of Directors Minutes for Wednesday, November 18, 2020

NOTE: IN ACCORDANCE WITH PROVISIONS OF THE ARIZONA REVISED STATUTES THE SUMMARIZED MINUTES OF NAIPTA BOARD MEETINGS ARE NOT VERBATIM TRANSCRIPTS. ONLY THE ACTIONS TAKEN AND DISCUSSION APPEARING WITHIN QUOTATION MARKS ARE VERBATIM.

The Board of Directors met in Regular Session on Wednesday, November 18, 2020 at 10am in the Mountain Line Training Room, 3825 N. Kaspar Dr., Flagstaff, AZ 86004.

This was a WEB BASED meeting. Members of the Board attended by telephone or internet conferencing only. The public was invited to observe by electronic means only, due to the current public health emergency related to the Coronavirus.

BOARD MEMBERS PRESENT:

Steve Peru, (Chair) Chief External Affairs Officer, CCC, designee, (Zoom); stepped away briefly for a fire drill;

Jamie Whelan, City Councilor, City of Flagstaff, (Zoom), served as Chair briefly;

Jim McCarthy, City Councilor, City of Flagstaff, (Zoom);

Josh Maher, Associate VP for Community Relations, NAU, alternate, (Zoom)

**Three of our five Board member seats must be present to constitute a quorum.*

***The City of Flagstaff holds two seats.*

BOARD MEMBERS EXCUSED:

Art Babbott, Board of Supervisors, Coconino County;

Matt Ryan, Board of Supervisors, Coconino County, alternate;

Dan Okoli, Vice President of Capital Planning and Campus Operations, NAU, designee

MOUNTAIN LINE STAFF IN ATTENDANCE:

Heather Dalmolin, CEO and General Manager;

Kate Morley, Deputy General Manager;

Lauree Battice, Management Services Director, (Zoom);

Jacki Lenner, Marketing and Communications Manager;

Robert Hilbers, Facilities Manager, (Zoom);

Sam Short, Safety Manager;

Danelle Knight, HR Manager, (Zoom);

Jon Matthies, IT Manager;

Bizzy Collins, Transit Planner;

Estella Hollander, Mobility Planner;

Heather Higgins, Purchasing and Contract Officer;

Rhonda Cashman, Executive Assistant and Clerk of the Board;

Mitesh Patel, Mountain Line Attorney, (Zoom)



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GUESTS PRESENT:

Ramón DC Alatorre, Climate and Energy Coordinator, City of Flagstaff, (Zoom), left at approximately 10:40am;

Jenny Niemann, Sustainability Specialist, City of Flagstaff, (Zoom), left at approximately 10:40am;

Brian Silvernale, Lieutenant, Yavapai County Sheriff’s Office, (Zoom);

Pedro Rodriguez, NACOG, (Zoom), joined at approximately 10:07am;

Tod Morris, NACOG, (Zoom), joined at approximately 10:07am

1. CALL TO ORDER -Chair Peru called the meeting to order at approximately 10:01am.
2. ROLL CALL

Chair Peru excused himself due to a fire drill in his building. He turned the meeting over to Director Whelan until his return.

3. SAFETY MINUTE
-Sam Short, Safety Manager

Mr. Short’s safety message was a reminder regarding the importance of wearing a seat belt. Generally, more people travel during the holidays. It’s a great time to buckle up – every trip, every time. It is your best defense against injury or death in the event of a crash.

4. APPROVAL OF THE MINUTES:
 - a. Regular Meeting 9/16/2020
 - b. Board and TAC Strategic Policy Advance 10/21/2020

Director McCarthy moved to approve the September 16, 2020 Board meeting minutes and the October 21, 2020 Board and TAC Advance minutes. Director Maher seconded. There was no discussion. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Steve Peru	X	
Jamie Whelan	X	
Jim McCarthy	X	
Josh Maher	X	

CONSENT ITEMS:

All matters under Consent Agenda are considered by the Board of Directors to be routine and will be enacted by a single motion APPROVING THE CONSENT AGENDA. If discussion is desired on any particular consent item, that item will be removed from the consent agenda and



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will be considered separately. All items on the Consent Agenda with financial impact have been budgeted.

5. CONSIDER THE FY2020 ANNUAL REPORT

-Lauree Battice, Management Services Director

Staff recommends the Board of Directors approve the FY2020 Annual Report and authorize staff to submit the report to the State of Arizona and partner agencies as required in the Master IGA.

Director Maher moved to approve the consent agenda item. Director McCarthy seconded. There was no discussion. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Steve Peru	X	
Jamie Whelan	X	
Jim McCarthy	X	
Josh Maher	X	

DISCUSSION / ACTION ITEMS:

6. PRESENTATION ON THE CITY OF FLAGSTAFF CLIMATE EMERGENCY

-Kate Morley, Deputy General Manager

-Ramón DC Alatorre, City of Flagstaff Climate and Energy Coordinator

This item is for information and discussion only.

Ms. Morley introduced Mr. Alatorre. He reviewed a PowerPoint presentation with the Board. The Flagstaff City Council adopted the Climate Emergency Declaration in June 2020. The goal is to achieve carbon neutrality by 2030. This is a significant change from the original goal of the Climate Action and Adaptation Plan (CAAP) which was 80 percent carbon reduction by 2050. Carbon Neutrality equals Net Zero Emissions. Transportation has to play a role in the solution with a focus on electric vehicles, walking, biking, and transit. Community outreach phase is happening now; offering presentations to groups and a survey is available through December 1st. There was a brief discussion about encouragement versus enforcement strategies for the community as a whole.

Chair Peru returned and wanted to recognize outgoing Director Whelan for her work with Mountain Line during her tenure on the Board. He said Director Babbott may join the meeting near the end and it is anticipated to be his last meeting.

7. CONSIDER AND APPROVE THE FIRST FY2021 BUDGET REVISION

-Heather Dalmolin, CEO and General Manager

Staff requests the Board of Directors approve the first FY2021 Budget Revision for a total change of \$40,438.88 to move 50% of delayed wage adjustment for exempt staff effective October 1, 2020 from contingency to wages and employee related expenses (ERE).



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Ms. Dalmolin noted budgeted funds have been held in contingency for FY2021 to ensure revenue triggers were met and Board approval received before exempt staff would receive the approved incremental pay increase based on first quarter actual tax revenue. A 1% increase in revenue projections for the City Transit Tax was required for this action to be considered. She received revenue projections from the City on October 21, 2020. The revenue projections currently reflect an increase average of 3.6% over the next 5 years, a net increase of approximately \$500,000 to the transit tax fund balance. All members felt this was good news. Director McCarthy moved to approve as recommended. Director Whelan seconded. There was no discussion. All approved, none opposed, no abstentions. Motion carried.

NAME	YES VOTE	NO VOTE
Steve Peru	X	
Jamie Whelan	X	
Jim McCarthy	X	
Josh Maher	X	

8. CONSIDER THE FIVE-YEAR TRANSIT PLAN

-Bizzy Collins, Transit Planner

Staff recommends the Board of Directors approve: 1) the application for and execution of a 5305e grant for the Five-Year Transit Plan through MetroPlan in the amount of \$273,000, and 2) delegate the authority to the CEO to execute the procurement for consultants to assist with the Five-Year Transit Plan within the project budget regardless of award of the grant.

Ms. Collins reviewed the discussion from the October Board and TAC Advance, as well as next steps in the timeline for 2020/2021. This project is not in the Transportation Improvement Program (TIP) or the State Transportation Improvement Program (STIP) or the FY2021 budget. Staff plan to apply for the Arizona Department of Transportation (ADOT) planning grant through MetroPlan but feel the Five-Year Transit Plan is still relevant to pursue even if the grant is not received. Director Whelan moved to approve as recommended. Director Maher seconded. There was no discussion. All approved, none opposed, no abstentions. Motion carried.

NAME	YES VOTE	NO VOTE
Steve Peru	X	
Jamie Whelan	X	
Jim McCarthy	X	
Josh Maher	X	

9. CONSIDER THE MOUNTAIN LINE SAFETY PLAN

-Samuel Short, Safety Manager

Staff recommends the Board of Directors approve the Mountain Line Public Transportation Agency Safety Plan (the Safety Plan) as required by the Federal Transit Administration.





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Mr. Short provided some history on the Federal Transit Administration (FTA) requirement and timeline. He reviewed the Key Components of the Plan including being a top down responsibility of safety within the organization, performance targets set by an average of actual events over the last five years, and the Safety Management Policy. The Safety Risk Management Process Chart was explained. The Safety Assurance section was noted to evaluate compliance and assess effectiveness of the Safety Plan. Director Whelan asked about there not being any specific mention of COVID in the Safety Plan. Mr. Short said it would be handled as a hazard. Chair Peru noted the increasing number of COVID cases in Coconino County, and asked how this has affected our operators. Mr. Short replied that Fleet built and installed the safety barriers to protect operators and that the operator barrier is working well to address concerns with the spread of COVID. Ms. Dalmolin commented that the COVID pandemic falls under the Emergency Operations Plan and that this Safety Plan is broader, not designed to address operational concerns like COVID; adding this plan was required pre-COVID. Director Whelan moved to approve the Safety Plan as presented. Director McCarthy seconded. There was no further discussion. All approved, none opposed, no abstentions. Motion carried.

NAME	YES VOTE	NO VOTE
Steve Peru	X	
Jamie Whelan	X	
Jim McCarthy	X	
Josh Maher	X	

10. CONSIDER THE DOWNTOWN CONNECTION CENTER UPDATE

-Kate Morley, Deputy General Manager

Staff has no specific recommendation for the Board of Directors; however, staff is seeking feedback on next steps.

Ms. Morley informed the Board the design phase is underway. She laid the groundwork on some identified risks. The virtual kickoff with stakeholders was held on October 27th. Programming decisions will need to be made based on limited space and a firm budget capacity. Ultimately decisions will be made by the Mountain Line Board and the Flagstaff City Council. One risk is the potential trade off of Civic Space versus Parking. Another risk is potential project delays related to the Rio de Flag construction. The Army Corps of Engineers makes the decision about the Rio de Flag timeline. AECOM determined the cost of the temporary site higher than anticipated. City Engineering staff are helping to locate a temporary site for buses. Staff will be evaluating options for the comfort station. The idea of pursuing a lease for space at the Hub has been abandoned since no agreement could be reached; the most likely solution being portable trailers. Director Whelan commented that it is imperative to engage the City Manager to advocate for the Rio de Flag construction at our DCC site sooner than later with the Army Corps. A chorus of voices is needed to get the related portion of the Rio done first. Director McCarthy stated he plans to speak with the City Manager, and he asked about the status of Amtrak joining the Downtown Connection Center (DCC) project. Ms. Morley reported Amtrak is interested but Burlington



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Northern Santa Fe (BNSF) has to approve it as well. The estimated \$1.1 million for a temporary site would be part of the overall project cost, but it leaves less money for the new building. Chair Peru stated that unless programming is revenue neutral to Mountain Line, we will have to be realistic. He agreed about a chorus of voices and asked what the top message should be for those voices. Ms. Morley responded she has talked to City staff and the programming should be both important to the community and efficient for taxpayers. There was some discussion about the civic space versus parking, and the current City Council commitment to parking in the area. The Board expressed they found it to be ironic that the City Council may want to recapture parking at the transit center.

11. CONSIDER THE BUS RAPID TRANSIT (BRT) PROJECT IN RELATIONSHIP TO THE MILTON CORRIDOR MASTER PLAN

-Kate Morley, Deputy General Manager

Staff has no specific recommendation for the Board of Directors; however, actions the Board could consider include: 1) Direct staff to continue to plan for the BRT and return with another update upon final recommendation of the Milton Corridor; 2) Ask City Council and other member agencies for political support for the project; 3) Notify the Federal Transit Administration we no longer intend to continue the project.

Ms. Morley reported there would be a Milton Corridor Master Plan (CMP) public meeting that evening. The CMP will impact the Locally Preferred Alternative Bus Rapid Transit (BRT) Route planned to run from the hospital to Woodlands Village Boulevard via Milton Road. She provided some history on this project and noted the goals. The Capital Improvement Grant (CIG) Program is through FTA and could potentially bring up to \$50 million of improvements along the BRT Route at an 80/20 split. Following design, the project goes back to FTA for justification for a possible grant. BRT is a toolbox of tools to make the bus more competitive with cars, like Transit Signal Prioritization (TSP). This will be the last round of public outreach for the Milton CMP. ADOT owns Milton Road and ADOT has stated that the priority is traffic operations. It is unlikely ADOT will support TSP due to traffic impacts. ADOT named the “No Build” strategy as the preferred option before setting up and conducting the public outreach portion of the study. Political support is needed for the BRT, and options were reviewed. There was a lengthy discussion regarding the likelihood of ADOT’s stance changing, City take back of Milton Road, and frustration over the time ADOT has taken. Ms. Morley stated staff need to know if our partners believe in the BRT. Ms. Dalmolin stated she has contacted the City Manager to see what the City thinks we should do. Board member direction was given to work with MetroPlan for support on improvements to Milton Road, they are unsure if the City Council is aware of the project, and NAU support was felt to be appropriate. The plan is to engage our partners to discuss the benefits of the BRT and to present to City Council with these partners. Staff confirmed their plan to attend the Milton CMP meeting that night.

The order of items was changed due to being short on time.





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12. CONSIDER THE YAVAPAI COUNTY SHERIFF’S OFFICE REQUEST FOR SERVICE

-Estella Hollander, Mobility Planner

Staff recommends the Board of Directors approve Yavapai County Sherriff’s Office (YCSO) service request to participate in the Mountain Line Vanpool program.

Ms. Hollander provided some background on the Vanpool Program. YCSO has made a formal request for two vanpools. The minimum requirements and additional considerations were reviewed per the Service Provision Outside the NAIPTA Boundary policy. YCSO is interested in a two year commitment and re-evaluation after that time. They plan to pay the local match for the subsidy and a portion of the fuel costs. They are aware Coconino County has priority access to the federal funds as awarded if more vanpools are to form. There was a question about the requirement of the origin or destination needing to be in Coconino County. Ms. Hollander replied that the approval of this request would expand the Mountain Line Boundary to include Yavapai County – for those trips paid for by YCSO. The Board was supportive of this request. Director Whelan moved to approve the request as presented. Director McCarthy seconded. There was no further discussion. All approved, none opposed, no abstentions. Motion carried.

NAME	YES VOTE	NO VOTE
Steve Peru	X	
Jamie Whelan	X	
Jim McCarthy	X	
Josh Maher	X	

13. AMERICAN PUBLIC TRANSPORTATION ASSOCIATION (APTA) HEALTH AND SAFETY COMMITMENTS PROGRAM

-Jacki Lenners, Marketing and Communications Manager

This item is for information and discussion only.

Ms. Lenners told the Board a press release was sent out this morning regarding this program and she did not need to take the time to review this item at the meeting.

PROGRESS REPORTS:

14. COVID-19 REOPENING PLAN

-Kate Morley, Deputy General Manager

15. ROUTE 8 EXTENSION

-Kate Morley, Deputy General Manager

16. UPDATE ON AUGUST SERVICE CHANGES

-Bizzy Collins, Transit Planner

17. MOUNTAIN EXPRESS SERVICE 2020-2021

-Bizzy Collins, Transit Planner



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18. GRANT AWARD NOTIFICATION
-Estella Hollander, Mobility Planner
19. JOINT USE CAMPUS BUS FACILITY PROJECT UPDATE
-Anne Dunno, Capital Project Manager
20. EQUAL EMPLOYMENT OPPORTUNITY (EEO) WORKFORCE UTILIZATION ANALYSIS, FEDERAL FISCAL YEAR 2020
-Danelle Knight, Human Resource Manager
21. DELEGATIONS OF AUTHORITY
-Heather Dalmolin, CEO and General Manager
22. SUMMARY OF CURRENT EVENTS
-Heather Dalmolin, CEO and General Manager

There were no questions regarding the progress reports.

ITEMS FROM COMMITTEE AND STAFF:

Chair Peru wanted to thank Director Babbott for his service on the Mountain Line Board. Director Babbott gave notice this was to be his last meeting; he planned to join near the end of the meeting, but he did not make it.

SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

December/January Working Agenda

The next Board meeting will be December 11, 2020 and it will be a Zoom meeting based in Flagstaff in the Mountain Line Training Room, 3825 N. Kaspar Dr., Flagstaff, AZ 86004 at 10am. The public is invited to attend. December agenda items will include but not be limited to the Active Transportation Master Plan presentation, Social and Behavioral Science (SBS)/McConnell Intersection Close Out and Shift Funds, Mountain Line Local, State, and Federal Presence and Roles, Regional Service Request Policy Review, Bus Rapid Transit (BRT) Update, Downtown Connection Center (DCC) Update, Elerts Update, High Occupancy Housing Transit Pilot Pass Program, and Delegation of Authority Updates. The December agenda will be available for review on Mountain Line's website and at Mountain Line's public posting places (listed on the Mountain Line website) at least 24 hours prior to the meeting and should be consulted for a list of items that will come before the Board.

22. ADJOURNMENT -Chair Peru adjourned the meeting at approximately 12:04pm.

Steve Peru, Chair of the Mountain Line Board of Directors



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ATTEST:

Rhonda Cashman, Executive Assistant and Clerk of the Board



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